

CODIB-D-82/1  
17 April 1961  
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UNITED STATES INTELLIGENCE BOARD  
COMMITTEE ON DOCUMENTATION

Study of USIB Information  
Processing Activities

Reference: CODIB-D-82, 7 April 1961.

1. Attached is a tentative beginning at planning for the CODIB retreat. Included are:

- Tentative list of planning group.
- Statement of problem and scope of terms of reference.
- Tentative panel subjects, followed by random scope notes on each subject.

2. The retreat dates have been firmed up. Departure will be the afternoon of Monday, 15 May; the return will be after lunch Wednesday, 17 May.

3. This confirms a luncheon meeting of the Steering Committee for 12:30 Thursday, 20 April, Administration Building, CIA.

  
Chairman

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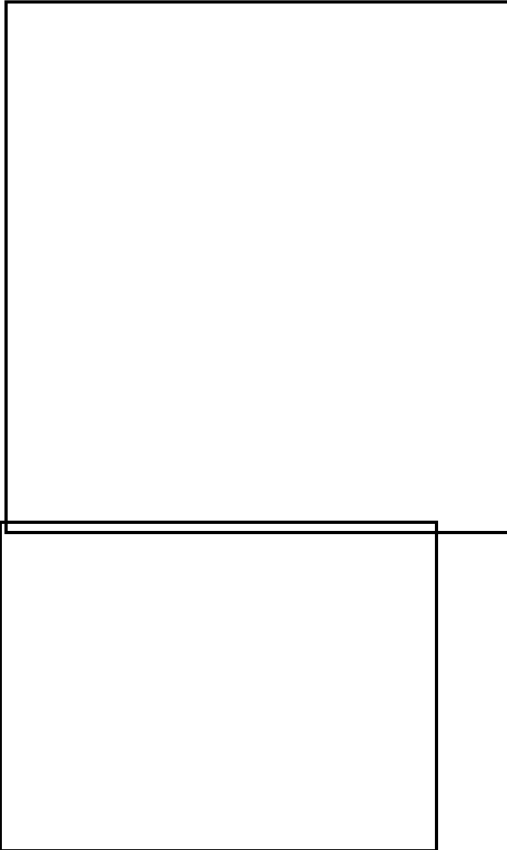
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**Tentative Planning Group**

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**Statement of Problem**

**To develop terms of reference for conducting a study of the Intelligence Community's information processing problems.**

**Scope of Terms of Reference**

- 1. Set forth the purpose of the study.**
- 2. Define the scope of the study.**
- 3. Timing and phasing of conduct of study.**

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- 4. Manning requirements (qualitative and quantitative), and source of personnel.**
- 5. Financial and logistic requirements and source of support.**
- 6. Security problems and means of coping with them.**
- 7. Management of the study.**

**Tentative Panel Subjects**

- I. Conceptual approach.**
- II. Parameters of an ideal system.**
- III. Critical interface problems between existing systems.**
- IV. Defining the role of equipment.**
- V. Planning the preparation of input.**
- VI. Planning the exchange of output.**
- VII. Consumer imposed constraints.**
- VIII. Guidelines for evolutionary development of subsystems.**

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## **SCOPE OF THE STUDY**

### **I. Conceptual Approach**

We must determine what it is we are trying to achieve; and what we need to know to help us get there. What shall constitute the Intelligence Community for purposes of this survey? How far outside the Community will it be necessary to go in order to get meaningful findings. Define areas in terms of functions (collection, communications, processing, analyzing, etc.), administrative control (Headquarters, unified and specified commands, regional commands, at home and abroad, etc.), and departmental responsibilities (State, Defense, CIA, etc.).

### **II. Parameters of an Ideal System**

The object is to free thought of present constraints and to outline the elements of an ideal system. This should be useful in pointing out the basic requirements of an over-all system against which the dictates of pragmatic attempts at solutions may be compared.

### **III. Critical Interface Problems between Existing Systems**

We need to identify problem areas between the information collection, communication, processing and user components of the Community. Also between men and machines; between departments having equal need for similar information. What problems arise because of our need to have bibliographic access to documents? Physical access to documents? What are needs for uniformity of format? What constraints are imposed by security? By differing procedures? By differing equipment?

### **IV. Defining the Role of Equipment**

Here we would explore the need for standardization and compatibility. Input and output considerations, including man-machine relations (in research areas, in reference areas, in service units). Impact of increasing use of equipment on centralization and decentralization concepts. The effect of obsolescence rates, and prospective equipment requirements.

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**V. Planning the Preparation of Input**

- . Major centers requiring input.
- . Scope and nature of input requirements.
- . Controls used on input: codes, etc. and their susceptibility to conversion to other schemes.

**VI. Planning the Exchange of Output**

Explore the dependence of subsystems on each other for input, and the prospect for improvement of performance as a result of better defined responsibilities for basic processing.

**VII. Consumer Imposed Constraints**

What do we know now about the customers of our various systems that has a bearing on what we do and how we do it? What more needs to be known?

**VIII. Guidelines for Evolutionary Development of Subsystems**

Here we would try to formulate generalizations which our past experience would seem to support. Some of these might be tested during the course of the study. Others could not be reduced to meaningful terms without further study, but their general nature might now be identifiable.

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